



**State of Louisiana**  
DIVISION OF ADMINISTRATION  
**OFFICE OF STATE UNIFORM PAYROLL**

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April 8, 2002

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-58**

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Revision to OSUP Memo #2002-26, OSUP Policy on Leave Balances  
Remaining after Retirement

OSUP Policy on Leave Balances Remaining after Retirement, issued in Memo #2002-26, dated November 2, 2001, has been revised as follows:

Upon retirement of employees paid through ISIS HR, all remaining/certifiable annual or sick leave balances submitted for retirement credit must be reduced in ISIS HR instead of being delimited.

A new process has been created in ISIS HR for reducing leave balances remaining upon retirement. Refer to ISIS HR Online Help, Reduce Annual/Sick Leave Balances Upon Retirement. Please disregard the procedures stated previously in OSUP Memo #2002-26.

Questions regarding the new ISIS HR processing procedure should be forwarded to the ISIS Help Desk at (225) 342-2677. If you have any questions in regard to OSUP policy on leave balances remaining after retirement, please contact a member of the OSUP Wage and Tax Administration Unit at (225):

Lawanna Green 342-0714  
Rhonda Desselle 342-8928

Rachel Bryant 342-1651  
Dorothy Piazza 342-1652

JWC/BJY:kmb